



BUILDING DEPARTMENT

600 MORTON STREET
 RICHMOND, TX 77469
 P: 281-232-6871
 FAX: 281-238-1215

STREET CLOSURE APPLICATION

Name of Event: _____
 Event Date(s): _____ Event Time(s): _____
 Responsible Party: _____ Phone: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Email: _____

*****Please attach a map indicating the streets to be closed*****

Street(s) to be closed:	Closed	Reopened
	AM/PM	AM/PM

FEES

All fees due to the City of Richmond shall be paid in full before issuance. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

Description of Item	Fees	Amount Due
Refundable Deposit	\$200.00	\$200.00
Closing of a street	\$100.00 per street, per block	
Barricades, each: must be City approved	\$5.00 each	#: Total:
Parking Spaces:	\$35.00 Admin Fee	
	\$10 per parking space, per day	
Film Making	\$1,000.00 per day, per block	
TOTAL DUE:		

DISCLAIMER & SIGNATURE

I certify that I have read and examined all pages of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.

 Applicant

 Date

Applications can be sent to the Building Department by email permits@richmondtx.gov, faxed to 281-238-1215 or submitted to our office at 600 Morton St Richmond TX 77469.